

OPTIONAL FORM NO. 10  
5010-104

UNITED STATES GOVERNMENT

*Memorandum***CONFIDENTIAL***JR*

TO : Director of Training

DATE: 22 October 1965

FROM : Registrar, TR

SUBJECT: Weekly Activities Report No. 33  
18 - 22 October 1965

25 YEAR RE-REVIEW

I. SIGNIFICANT ITEMS

None

II. OTHERS

A. On 15 October I met with NPIC personnel engaged in Computer Operations to discuss Management Science Training. [redacted] arranged this meeting for me with [redacted], Chief and Deputy Chief NPIC/Information Processing Division. In addition to learning more about the Agency ADP effort and ADP in general from the NPIC point of view, I received valuable suggestions regarding training in ADP. They, as did all others with whom I've talked, agreed on the desirability of an in-house training program designed primarily for the consumer. They differed from the others in advancing the thought that there should be no difference in the extent of training given, be it Division Chief or first line supervisor. They did not altogether agree with the substance that appeared in the draft course, which in turn was based on earlier discussions with others. They have taken a copy of our paper and will give me some recommendations based upon this. I do not believe they are mavericks but have a genuine although somewhat unrealistic desire to ensure maximum preparation of Agency personnel for the big automation push of the future.

B. On 21 October I met with [redacted] Special Assistant to Chief/OCR to discuss the same subject. Chuck feels that we are on the right road. He agreed that there was a need for an in-house consumers course but not necessarily limited to the consumer. He felt that such an orientation and familiarization course as we proposed might well be the prerequisite for advanced and/or specialized training. He felt that our rough draft proposal was a good beginning vehicle which could be modified as desired after the course begins. He has personally offered to help in anyway that he can.

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SUBJECT: Weekly Activities Report No. 33 (cont)

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C. On 20 October, with [redacted]

[redacted] of the Office of Computer Services, [redacted] and I talked with IBM Company representatives concerning Agency requirements for the family of IBM 360 training for the next six months. I have attached a copy of Agency requirements for this training. It is no small requirement in that CIA is only one of many agencies using this equipment and IBM's training potential is limited. We discussed alternatives if IBM is unable to train sufficient of our people in scheduled courses. These alternatives included detail of a qualified IBM employee to run courses in-house; accelerated special training for qualified Agency personnel who in turn could train others; contracting with other agencies or commercial establishments who could do this training for us. In the contract with IBM for the hardware, there is also included a clause that IBM would train, free of charge, personnel to run the machines. On this basis IBM is studying ways and means to meet our requirements.

D. On 18 October [redacted] and I met with [redacted]

[redacted] from George Washington University to discuss the Off-Campus Program. The new administration at GWU desires a closer look at the Off-Campus programs especially those programs which draw their instructors from the organization sponsoring the Off-Campus Program. They agree that our potential for finding qualified instructors in almost any field is great so that the sum total of our conversation was that in those instances where we are unable to find an instructor for a particular subject they would try to provide one, either from the GW faculty or from the stable of instructors cleared for teaching in other agencies where clearances are necessary. A check of our back correspondence suggests that persons may be cleared for this purpose and I have since confirmed this with the Office of Security. We are beginning now to consider the Spring Off-Campus program so that this meeting came at a fortuitous time.

E. On 21 October the new DDP Training Officer, Mr.

[redacted] was briefed on the Organization, Mission and functions of the Office of Training and more particularly on the Office of the Registrar. We discussed policy and procedures and responded to a variety of question. I believe him to be unusually interested in this new assignment. He appears to be open to advice and guidance on how he should proceed. We have offered our (OTR and the Registrar Staff) complete cooperation.

Attachments: 2

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UNITED STATES GOVERNMENT

*Memorandum*

TO : Chief, Registrar Staff/TR

DATE: 22 October 1965

FROM : Chief, AIB/RS/TR

SUBJECT: Weekly Activities Report No. 33  
18 - 22 October 1965I. SIGNIFICANT ITEMS

None

II. OTHERS

A. Comments about the change in the required number of OTR Training Reports have been very favorable. As a follow-up to the notice I called [ ] who is in charge of official 25X1 files in the Office of Personnel to tell him of the change and to thank him for his earlier testimony that the original of the Training Reports is filed promptly in the individual's folder, which testimony was used as part of the support to the decision to change.

25X1 [ ] ARO/TR, is having a copy of the notice sent to each Training Officer and to further assure ourselves that the word is getting around, the information will appear in the next issue (November) of the OTR Bulletin. Since many instructors used to provide copies of reports for retention by students, I would like to discuss with you the recommendation to chiefs of faculties that, where applicable, they make the new procedure part of their administrative instructions at the opening of classes.

25X1 B. We are putting together the text of a Special Bulletin telling of the planned presentation in the Anti-Communist Operations course by [ ] until recently the Chief 25X1 of [ ] The Bulletin is intended to attract about seventy-five CS employees to Room 1A-07 Headquarters for the 3-4 hour talk by [ ] on Wednesday, 3 November. 25X1 The Bulletin is expected to be distributed by Wednesday, 27 October.

25X1 C. [ ] SA/DDS, called last Wednesday for a word of support and with a recommendation. He wanted verification that he was correct in telling the Regulations Staff that

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SUBJECT: Weekly Activities Report No. 33 (cont)

the current Agency regulation on the Language Development Program did not need revision because the Voluntary Language Training Program was suspended. (The Staff had proposed revision.)

At the same time he thought that the OTR Bulletin is the "ideal medium to get the word to the troops" that although the "program is dead" LTS will try to accommodate to special needs within the Agency. I assured him the item was already in the stage of being coordinated with LTS.

D. Through C/OS/TR we learned that the OFC beginning on 13 December can be filled to the maximum number of 56 (54 is ISO's preferred limit) by non-CTers. (TOs from two Divisions/DDP expressed interest in the course). Also, PM's limit is 40, with preference now for Career Trainees. We plan to notify DDP/TOs - and those of the DDS likely to be interested, - of the OFC status.

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25X1 E. To provide added insurance that AIB learns of special OTR training programs as they relate to AIB's work, [ ] PPS, has agreed to flag any item of this type contained in WARs of the School Chiefs for transmission by phone to C/AIB. We understand that the information may have already been made known to us through the School, but again, the insurance is worth the duplicated effort of the phone call.

25X1 F. As [ ] DDP/TRO, requested during your briefing of him on Thursday, 21 October, an organization chart of OTR, with the name, address, and telephone number of each headquarters Chief of School or Staff is ready for release to him.

25X1 [ ]

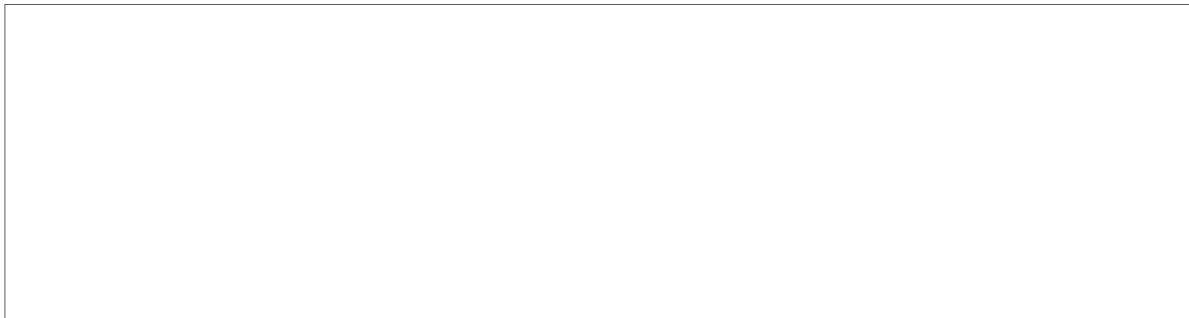
25X1 H. [ ] sent 27 of the requested 40 catalogs of medical schools to the Operations Division, Office of Medical Services. She notified OD/OMS that some schools have sent word that they will not be able to provide catalogs until well into the spring.

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J. In his attempt to reduce cubic footage of OTR's stored material at the Records Center, [ ] Chief, [ ] asked for authorization to do something final with reading material used in courses of the early and mid-fifties. I discussed this with [ ] TAS/OS/TR, who had already been contacted by Leon and who had told him of no need for the material. The problem is now in the hands of [ ] who intends to continue to have the material retained since it is part of the historical file of OTRs courses.

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### III. PERSONNEL

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[ ] is resigning from the Agency on Friday, 5 November. As we agreed, and with PO/TR's approval, the decision to reassign two girls already in the Branch will cause very little interruption in the on-going work. [ ] will go from admissions work to records work as Patricia's replacement; [ ] will replace Shirley, and the PO/TR will arrange for a person to take over Edna's work, also in records.

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Attachment: Weekly Attendance Figures

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